

# Employment Opportunity with the State of Minnesota

Date Posted: 04/03/2012

Closing Date: 04/09/2012

Job Classification: EXEC 2

Class Option: Administrative

Hiring Agency: Housing Finance Agency

Location: St. Paul

Salary Range: \$ 17.86 - \$ 24.79 hourly, \$ 37,292 - \$ 51,762 annually

Who May Apply: Open to all qualified job seekers.

Posting Number: 12HFA000012

Work Shift: Day Shift

Travel Required: no

Days of Work: Monday-Friday , 8:00 am-4:30 pm

Employment Condition: Permanent, Full-time

Classified Status: Classified

Job Duties: Responsible for file and record retention and management.

Overseeing and maintaining Assistant Commissioner's calendar, emails and schedule.

Prepare and distribute correspondence in various communication mediums for internal and external customers.

Coordinate and work one-on-one with Assistant Commissioner to ensure schedule is followed with staff in the Agency along with external partners.

Take meeting minutes with written follow-up communications/correspondence.

Plan and prepare monthly meetings with written follow-up communications.

Handle and coordinate Assistant Commissioner and staff travel arrangements.

Provide ad-hoc administrative support to four managers.

Ensure all correspondence is signed and distributed on a daily basis.

Minimum Qualifications: Associate's Degree in a directly relevant administrative program and/or 3-5 years of strong executive administrative experience in the housing industry.

Strong experience supporting executive officers.

Communicate orally and in writing to exchange information and ideas and to

promote agency needs, plans and objectives.

Experience conducting research activities and summarize technical data and conclusions into reports.

Experience handling administrative problem areas, analyzing relevant data and formulate alternative courses of action.

Interpreting and applying oral and written instructions as applied to administrative or program operations.

Excellent organizational skills required.

Typing/Keyboarding of at least 50 words per minute

Excellent data entry and data management skills

Excellent proficiency in English (speaking and/or writing and/or reading orally)

High level of customer service skills (phone, in person)

A demonstrated high-level skills in utilizing advanced features of Microsoft Office Suite and other applications to meet assigned activities.

Requires occasionally lifting and/or carrying such articles as file folders, ledgers, and legal binders. Although a sedentary job is defined as one which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties.

**Preferred  
Qualifications:**

Experience typing various legal/loan/correspondence documents.

Problem solving skills sufficient to anticipate work needs and plan for them.

Strong computer skills to include specifically Microsoft Outlook and Microsoft 2007 office suite.

**Selection Process:** The selection process is a resume-based, skill-matching process. Your resume will be entered into a database. The software program matches your skills with the skills needed to perform the duties of the position. If your skills match the required skills for this position, the department may contact you.

If you have already submitted a resume to this database within the last 12 months that clearly identifies your knowledge, skills, abilities, and experience, you do not need to submit another.

**How to Apply:** Most State selection processes utilize a resume-based screening process. You will be contacted by agency staff if your background best matches the selection criteria on this job posting. To apply for this position, please send your resume to Patrick Wenum.

**Contact for more  
info:** Patrick Wenum , 651-215-5976

Affirmative Action/ Equal Opportunity Employer

This information can be made available in alternative formats to individuals with disabilities by calling (651) 259.3637 or (651) 282-2699 (TTY).